

**INTERPRETER ALERT**  
***Travel Time and Mileage***  
***Reminders on How to Calculate and Bill Correctly***  
**NM Administrative Office of the Courts**  
**February 2011**

**1. Mileage**

The easiest way to bill for mileage is to use map miles from the mileage chart included in the 2011 Interpreter Payment Policies and Procedures.

If you don't want to or cannot use map miles, here are some suggestions to help you avoid the most commonly made mistakes:

- ◆ One common mistake is that odometer readings are only included for one-way of a round trip, while miles are included for the whole trip. For example, beginning odometer 250 and ending odometer 270, with total miles equaling 40. The beginning odometer should be the reading when you leave for the assignment and the ending odometer should be the reading when you return.
- ◆ Remember mileage is not reported in fractions of miles.
- ◆ When an interpreter travels to the same court twice in one day, list all four odometer readings, starting and ending readings in the morning and in the afternoon on the same invoice (you'll be able to squeeze it in). You should show the total miles for a.m. and p.m. and then total these for the total miles driven for the day.
- ◆ When an interpreter travels to courts in different cities on the same day, it is probably easiest to complete a separate invoice for each city. The mileage would then be round trip from city to city. For example, round trip from El Paso to Alamogordo, charged to Alamogordo; round trip from Alamogordo to Las Cruces charged to Las Cruces. This also applies to travel time, as travel time is based on the total amount of miles driven.

## 2. Travel Time

Travel time is calculated at a driving speed of 60 miles per hour.

We realize that sometimes your driving speed will be much slower; sometimes it will be faster.

The formula for calculating travel time is, as follows:

- Step 1: Divide the total miles driving (actual miles or map miles by 60 (as in 60 miles per hour). The result is your travel time in hours.
- Step 2: Multiply the travel time by the hourly rate for travel time authorized for your interpreter classification, per the Interpreter Payment Policies and Procedures.

By Interpreter Classification	Fee per Hour for Travel Time
Certified Interpreters:	
• Spoken Languages	\$ 30.00
• Signed Languages	\$ 40.00
Non-Certified Interpreters	
• Justice System Spoken Languages Interpreter	\$ 15.00
• Justice System Signed Language Interpreter	\$35.00
• Other Interpreter Spoken Languages	\$10.00
• Other Interpreter Signed Language	\$15.00

**Example:** A spoken language Certified Court Interpreter travels from Albuquerque to Santa Fe, 59 map miles one way, 118 map miles round trip. Step 1: Divide total miles by 60.  $118/60 = 1.97$  hours. Step 2: Multiply  $1.97 \times \$30.00 = \$59.10$ .